

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
(502) 875-8500**

**APRIL 21, 2003
5:00 P.M. (EST)**

1. INVOCATION ROLL CALL MINUTES MAYOR'S REPORT

2. CEREMONIAL ITEMS

2.1 Introduction of Interim President Dr. William Turner with Kentucky State University (KSU).

Background: Dr. William Turner from KSU has been invited to attend the Board regular meeting on 4/21/03 to provide introductory remarks on his recent appointment as Interim President.

Attachments: None.

2.2 Presentation of Quarterly Report on Economic Development Activities - Executive Director Darrell Gilliam, Capital Community Economic/Industrial Development Authority (CCEIDA).

Background: Executive Director Darrell Gilliam from the Capital Community Economic/Industrial Development Authority (CCEIDA) will be in attendance to provide the quarterly report. The Frankfort community was the host of the 2003 Kentucky Industrial Development Council (KIDC) Annual Conference held at the Holiday Inn Capital Plaza on March 19-21, 2003. The City of Frankfort provided bus transportation for the participants in this conference in conducting a "familiarization" tour of the industrial parks. Executive Director Gilliam will provide other comment on current economic development activities.

Attachments: None.

3. ORDINANCES

3.1 An Ordinance Amending Frankfort-Franklin County Zoning District Regulations, Article 4, Section 4.41 Special Capitol District; Article 12, Section 12.01 Parking Required in Various Zoning Districts; and Article 17 Architectural Review Board.

Purpose: The purpose of this text amendment is to eliminate repetitive meetings before different boards concerning the same item; to make the review process of the SC district similar to the other two historic districts; to encourage the use of pavers in the South Frankfort area rather than concrete or asphalt; to provide credit for street parking along property; to amend the conditional use requirements for retail establishments; and to add a conditional use for confectionery manufacturing.

Background: This ordinance had its first reading on 3/17/03. If approved, the ordinance will change the authority to grant conditional use permits within the Special Capitol District from the Board of Zoning Adjustment to the Architectural Review Board and also make certain changes to the permitted uses and the conditional uses established in the existing ordinance, as well as making certain technical amendments concerning bulk and density and parking requirements.

Should the Board of Commissioners desire to not follow the Planning Commission's recommendation, then the item must be tabled and a request for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the Board. The Board will then be required to make their own findings of fact based on the verbatim transcript or hold its own public hearing and then make findings of fact.

Recommendation: Approval.

Attachments: Ordinance.
Report and Recommendation dated 12/5/02.
Minutes, Frankfort/Franklin County Planning Commission, dated 1/22/03.
Minutes, Frankfort/Franklin County Planning Commission, dated 2/19/03.
Map, Special Capitol Zone District.

Contact Person
Name: Gary Muller
Title: Director
Department: Planning and Building Codes
Phone: (502) 875-8513
E-Mail: GMuller@fewpb.com

3.2 An Ordinance Rezoning Property Located at 116 E. Second St. from "SC" to "CG" and 122, 124, & 126 E. Second St. from "SC" to "CL".

Purpose: Mr. John Baughman, for Charles Booe and Rebecca Ruth Candies, requested approval of a Zone Map Amendment (Rezoning) from SC (Special Capitol) to CG (General Commercial) for the future expansion of the Rebecca Ruth Candy Factory. The total subject property within the rezoning request contains approximately .87 acres. The specific locations are 116, 122, 124, & 126 East Second Street and 132-134 Logan Street.

Background: This ordinance had its first reading on 3/17/03. If adopted, the ordinance will approve a zone map amendment for properties located at 116 East Second Street from SC- Special Capitol to CG- General Commercial; and 122, 124, and 126 East Second Street from SC- Special Capitol to CL- Limited Commercial.

Should the Board of Commissioners desire to not follow the Planning Commission's recommendation, then the item must be tabled and a request for a verbatim transcript of the Planning Commission meeting, which must be obtained before the item can be heard by the Board. The Board will then be required to make their own findings of fact based on the verbatim transcript or hold its own public hearing and then make findings of fact.

Recommendation: Approval.

Attachments: Drawing depicting applicant's request and Planning Commission's recommendation.
Ordinance.
Minutes, Frankfort/Franklin County Planning Commission, dated 1/22/03.
Report and Recommendation to Planning Commission dated 11/7/02.

Contact Person
Name: Gary Muller
Title: Director
Department: Planning and Building Codes

Phone: (502) 875-8513
E-Mail: Gmuller@fewpb.com

4. ORDERS

- 4.1 An Order Authorizing the Mayor to Execute State and Local Task Force Agreement between the City of Frankfort and the Drug Enforcement Administration.

Purpose: The purpose of this item is to consider an order authorizing the mayor to execute a Task Force Agreement with the DEA for the purposes outlined in the task force agreement.

Background: The officer to be assigned has in the past been assigned on a federal overtime reimbursement basis to the Lexington, Kentucky, office of the Drug Enforcement Administration and has been requested by the DEA Resident In Charge, Harvey Goehring, to be assigned to the task force based in Lexington.

The Task Force will perform the activities and duties described below:

- a. disrupt the illicit drug traffic in the Kentucky area by immobilizing targeted violators and trafficking organizations;
- b. gather and report intelligence data relating to trafficking in narcotics and dangerous drugs;
- c. conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the Task Force's activities will result in effective prosecution before the courts of the United States and the State of Kentucky.

City Manager Comments: Information pertaining to the assignment of personnel regarding this contract will not be disclosed for public safety purposes.

Historically the Frankfort Police Department has not participated in assignment of personnel for Drug Enforcement Administration. This action is recommended as serving the operational needs of the Department and within current manpower allocations.

Recommendation: Approval.

Attachments: Agreement.
Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.

Contact Person

Name: Ted W. Evans
Title: Chief of Police
Department: Police
Phone: (502) 875-8523
E-Mail: tevans@fewpb.com

5. RESOLUTIONS

None.

6. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Commission member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for

approval.

6.1 Bid Authorization: Heavy Duty Vehicle Lift (Central Garage Facility).

Purpose: The purpose of this item is to authorize the Purchasing Agent to solicit bids for a heavy duty lift with lifting capacity of 80,000 pounds for the City's large vehicular equipment.

Background: The City garage services and repairs several large pieces of vehicular equipment, including fire trucks, dump trucks and sanitation vehicles. The weight of this equipment varies; however, the large pieces may exceed 63,000 lbs. Since all weights cannot be accurately determined due to unforeseen circumstances such as if a packer contains dry or wet garbage, the large capacity lift is required. The additional capacity provides a safety factor and it anticipates the possibility of larger pieces of equipment being purchased by the City in the future.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: James Nichols
Title: Purchasing Agent
Department: City Manager's Office
Phone: (502) 875-8500
E-mail: Jnichols@fewpb.com

6.2 Bid Authorization: Towing Contract (Purchasing).

Purpose: The purpose of this item is authorize the Purchasing Agent to solicit bids for the hauling in and storage of motor vehicles impounded by City Departments in accordance with City Ordinances and Kentucky Revised Statutes (i.e.: DUI offenses, illegally parked vehicles, auto accidents, etc.). Additionally the towing contract will provide wrecker service for City vehicles for the life of the contract.

Background: The City utilizes this method of obtaining towing services as the most efficient means for addressing the various towing situations that occur during the year. With the one towing operator approach, faster response time can be realized in resolving towing needs. It also establishes one location that vehicles can be taken, providing a better record keeping process. If the towing services were on a rotating basis, it would require more administration by City employees in tracking where a vehicle may be and whose turn in the rotating it was. Also, not all towing contractors have the availability of large wreckers that are required for some of the City's larger units.

Recommendation: Approval.

Attachments: None.

Contact Person:

Name: James Nichols
Title: Purchasing Agent
Department: City Manager's Office
Phone: (502) 875-8500
E-Mail: Jnichols@fewpb.com

6.3 Bid Authorization: Pursuit Vehicles (Police Department).

Purpose: The purpose of this item is to authorize the solicitation of bids from interested suppliers for ten (10) 2003 Ford Crown Victoria police pursuit vehicles.

Background: This is an annual bid process which enables the Police Department to order vehicles for the Department fleet. Funds are allocated in the Department's budget.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Ted W. Evans
Title: Chief of Police
Department: Police
Phone: (502) 875-8523
E-Mail: tevans@fewpb.com

6.4 Bid Authorization: 2003 Street Resurfacing Program (Public Works Department).

Purpose: The purpose of this item is to authorize solicitation of bids for the 2003 Street Resurfacing Program.

Background: Under the direction of the City Engineer, the Public Works Staff has inspected all the public streets in the City for condition to develop the 2003 Street Resurfacing Program. Once bid prices are received and a public meeting is held to discuss the proposed street resurfacing list, as per Municipal Aid Guidelines, the City Engineer will finalize and present the list to the Commission along with the 2003 Street Resurfacing Program bid award. It is anticipated that this year's program will cost \$300,000. Funds are available in the Municipal Aid Account for this project.

Project Schedule

Authorization to Bid	4/21/03
Advertise	4/24/03-5/8/03
Bid Opening	5/8/03
Public Meeting	5/22/03
Bid Award	6/16/03
Notice to Proceed	6/30/03

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.5 Bid Authorization: Construction of Hillwood Avenue Sewer Extension Project (Sewer Department).

Purpose: The purpose of this item is to authorize the solicitation of bids for the extension of

sewers to serve 797-805 Hillwood Avenue.

Background: On 10/10/02, the Board of Commissioners authorized the design of a sewer extension to service the property located at 797 Hillwood Avenue. HMB Engineers has prepared construction drawings and specifications that have been submitted to the Division of Water for approval. Easements have been prepared and have been reviewed by the City Solicitor. After corrections have been made to the easements, they will be submitted to the homeowners for signature.

Approval from the Kentucky Division of Water has not been received; therefore, a date for the bid opening has not been set. It is anticipated that the project will be bid sometime in late April or early May, 2003 with a contract award in June, 2003.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 875-2448
E-mail: wscalf@fewpb.com

6.6 Bid Authorization: Construction of the Allnutt Drive Sewer Replacement Project (Sewer Department).

Purpose: The purpose of this item is to authorize the solicitation of bids for the replacement of failing sewers in the Allnutt Drive area.

Background: The existing sewers along Allnutt Drive are in serious disrepair. In several locations, the sewers are exposed at the ground surface and in some instances are cracked and broken, creating a significant source in inflow. Quest Engineers have prepared construction drawings and specifications that have been submitted to the Division of Water for approval. Easement preparation is pending; in many locations the line is being relocated away from existing structures.

A date for the bid opening has not been set; however, it is anticipated for May, 2003 with a contract award in June, 2003.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 875-2448
E-mail: wscalf@fewpb.com

6.7 Bid Award: Vehicle Exhaust Removal System (Fire Department).

Purpose: The purpose of this item is consider awarding a contract to Plymovent Corporation

through its distributor in Dry Ridge, Kentucky, for the purchase and installation of a vehicle exhaust removal system in the West Frankfort Fire Station.

Background: Bids were advertised and invited from four vendors on 2/24/03. Three bids were received, with Plymovent Corporation being the low bidder at \$20,907.00. Plymovent meets all specifications.

Financial Analysis: \$24,500 is budgeted in 100.42.56550.

Recommendation: Approval.

Attachments: Bid Tabulation.

Contact Person:

Name: Wallace Possich
Title: Fire Chief
Department: Fire and EMS
Phone: (5602) 875-8511
E-Mail: wpossich@fewpb.com

6.8 Bid Award: Capitol View Park Press Box and Restrooms (Parks and Recreation Department).

Purpose: The purpose of this contract is to consider awarding a contract to Meyer-Midwest, Inc. for Capitol View Park press box and restrooms.

Background: On 2/11/03, bids were received and opened for the restrooms, press box and concession building at Capitol View Park. One bid was received by Meyer-Midwest, Inc. for \$88,700, and only \$50,000 has been budgeted. After review with the contractor, it is recommended that Bid #1 for the Press Box and Restrooms be accepted for \$53,900 which has been negotiated with the bidder to \$50,000, leaving the concession building to do next year.

Financial Analysis: The net contract price to Meyer-Midwest, Inc. will be \$50,000 from account 100.90.53295.

Recommendation: Approval.

Attachments: Bid Tabulation Sheet.
Proposal from Meyer-Midwest.
Memorandum to Purchasing Agent dated 3/31/03.

Contact Person

Name: Steve Brooks
Title: Director
Department: Parks and Recreation
Phone: (502) 875-8574
E-mail: parksrec@mis.net

6.9 Bid Award: In-Car Video Equipment from International Police Technologies, Inc. (Police Department).

Purpose: The purpose of this item is to receive authorization to purchase eleven (11) in-car video camera systems from International Police Technologies, Inc. at the contract price of \$3,105 per camera for a total purchase of \$34,155. This price is under state contract number M-01157789.

Background: The purchase of in-car video systems is necessary to maintain the objectives of officer safety and aid in the prosecution of traffic and criminal cases.

City Manager Comments: All of this equipment represents replacement items. The Police Department maintains in-car video equipment in all pursuit vehicles assigned through the levels of patrol officer and sergeant.

Financial Analysis: \$35,000 is budgeted in equipment account 100.43.56550.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: Ted W. Evans
Title: Chief of Police
Department: Police
Phone: (502) 875-8523
E-Mail: tevans@fewpb.com

6.10 Bid Award: Bioxide® for Odor Control and Corrosion Prevention at Various Locations throughout the Collection System - U.S. Filter (Sewer Department).

Purpose: The purpose of this item is to authorize a sole source procurement through U.S. Filter for Bioxide®, which relates to odor control and corrosion prevention at various locations throughout the collection system. The Sewer Department currently has Bioxide® feed systems at five (5) pump stations - West Frankfort (odor control and corrosion protection), Poplar Creek (odor control), Twin Oaks (odor control), Cedar Run (odor control), and Parkview (odor control). The Department expects to use approximately 30,000 gallons of Bioxide® during the coming year at a unit cost of \$1.75 per gallon. The Department Head and Purchasing Agent have verified this expenditure as a sole source procurement.

Background: The Sewer Department, at the recommendation of GRW Engineers, elected to use Bioxide® for odor control and corrosion protection around 1996. A significant investment was made in equipment at the five (5) pump stations for tanks, feed pumps and controls. A change in product will require a significant investment in new equipment or equipment modifications. As part of our long-term pump station evaluation, we will be evaluating new odor control technologies.

Bioxide® is a patented biochemical process solution which controls odors and corrosion caused by hydrogen sulfide and other compounds in wastewater systems. By treating the hydrogen sulfide in the wastewater stream, the process prevents release of hydrogen sulfide into the air, reducing odors and corrosion. Bioxide® is a unique product because it achieves sewage odor control naturally, rather than chemically. As a result, Bioxide® both removes dissolved hydrogen sulfide and prevents its formation. Dissolved hydrogen sulfide concentrations of over 50 ppm (parts per million) are reduced to <0.1 ppm in the most severe applications.

Financial Analysis: Not to exceed budget balance of \$21,000 for the remainder of the year.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 875-2448
Email: wscalf@fewpb.com

6.11 Police Department Participation in Special Traffic Enforcement Programs (STEPS) through the Kentucky State Police Highway Traffic Safety Program (Police Department).

Purpose: The purpose of this item is to consider a contract with Kentucky State Police, Governor's Highway Safety Program, for Special Traffic Enforcement Programs (STEPS).

Background: The federal government has made traffic highway safety funds available through the Kentucky State Police Highway Traffic Safety Program office for which local law enforcement agencies are eligible to receive funding on a contractual basis.

The enforcement period for this grant program will be one week in May, 2003 and one week in November, 2003. The purpose of this special assignment will be seat belt enforcement.

Financial Analysis: Ten thousand dollars (\$10,000) in federal funds are available on a contractual basis for payment of police officers overtime to conduct special traffic enforcement programs during a two week enforcement period.

Recommendation: Approval.

Attachments: Contract.

Contact Person

Name: Ted W. Evans
Title: Chief of Police
Department: Police
Phone: (502) 875-8523
E-Mail: tevans@fewpb.com

6.12 Disposition of Delinquent Ad Valorem Property Tax and Ambulance Service Bills for the year 2002 (Finance Department).

Purpose: The purpose of this item is to authorize collection of delinquent 2002 Ad Valorem Property Tax and Ambulance Service Bills through Kentucky Accounts Service in Lexington, Kentucky.

Background: Firm has been collecting the delinquent Ambulance and Ad Valorem Tax bills for the past three years. Current insurance certificate is on file.

Financial Analysis: Fee for Kentucky Accounts Service is 35%.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: James C. Rogers
Title: Director
Department: Finance

Phone: (502) 875-8505
E-mail: JRogers@fewpb.com

6.13 Change Order #1 on the Jones Run Pump Station Upgrade Project – HMB Engineers, Inc.
(Public Works Department).

Purpose: The purpose of this item is to consider Change Order #1 on the Jones Run Upgrade Project with the Division No. 2 contractor, Smith Contractors, Inc..

Background: The Corps of Engineers reviewed the design drawings prepared by HMB Engineers, Inc., prior to issuing the construction permit. The Corps of Engineers recommended installing a vortex suppressor beam to enhance the station's operation. Since this item is recommended by the Corps of Engineers, the contractor was requested to submit a price for this addition to the Project. HMB Engineers recommends approval of this item.

City Manager Comments: This change order was initiated in securing the construction permit through the Corps of Engineers. Two items were recommended for addition to the project, although they were advisory and not mandatory in the issuance of the construction permit. HMB Engineers did recommend the addition of the vortex suppressor beam as an engineering enhancement to the project.

Financial Analysis: Change Order #1 will increase the contract price by \$2,430 from \$796,000 to \$798,430. Funds are available in the 1997 Bond Issue for this project.

Recommendation: Approval.

Attachments: Contract Change Order.

Contact Person

Name: Jeff Hackbart
Title: Director
Department: Public Works
Phone: (502) 875-8563
E-mail: jhackbrt@fewpb.com

6.14 Proposal Award with Quest Engineers for Allnutt Drive Sewer Replacement Project (Sewer Department).

Purpose: The purpose of this item is to consider proposal award with Quest Engineers, Inc. to include easement preparation, bidding contract administration, resident inspection, as-built drawings, and project closeout for the replacement of failing sewers in the Allnutt Drive area.

Background: Quest Engineers has prepared construction drawings and specifications that have been submitted to the Division of Water for approval. Easement preparation is pending; in many locations the line is being relocated away from existing structures. Construction inspection services are required to assure that the construction is performed in accordance with the approved plans and specifications and to certify such to the Kentucky Division of Water.

The original proposal award was for \$15,700. This work included design and surveying that support the design. Quest Engineers has submitted a second proposal in the amount of \$26,600, for a total not to exceed fee of \$42,300. This phase of work will include preparation of easement documents, review of contractor bids, make recommendation for award, measure quantities for payment, review contractors pay request, construction inspection and perform required field surveying to prepare as-built drawings.

A date for the bid opening has not been set; however, it is anticipated for late April or early May, 2003 with a contract award in June, 2003.

Financial Analysis: Allnutt Drive Project funding allocation, \$150,000.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.15 Sewer Extension Contract for Bethesda Temple Church at 1 Bishop-Manley Lane (Sewer Department).

Purpose: The purpose of this item is to consider a contract with David Montgomery, Developer, of Bethesda Temple Church at 1 Bishop-Manley Lane in the City of Frankfort, Kentucky to accept 388 feet of 8-inch sanitary sewer line and 2 manholes.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.16 Sewer Extension Contract for the Frankfort-Franklin County Business Park off Duncan Road. (Sewer Department).

Purpose: The purpose of this item is to consider a contract with James C. Burch, Chairman of the Frankfort-Franklin County Business Park off Duncan Road in Franklin, Kentucky to accept 436 feet of 10-inch SRD35 pipe, 2,449 feet of 8-inch SDR35 pipe and 13 manholes serving Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.17 Sewer Extension Contract for Two Creeks Subdivision, Section D on Goshen Road, in Franklin County (Sewer Department).

Purpose: The purpose of this item is to consider a contract with Will May, Developer, for Two Creeks Subdivision, Section D on Goshen Road, in Franklin County, Kentucky to accept 380 feet of 8-inch sanitary sewer line (residential development), 2 manholes, and two lots (Lots #1 and #2).

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

Sanitary sewer plans and specifications have been prepared and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: (502) 875-2448
E-mail: wscalf@fewpb.com

6.18 Personnel.

<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Effective Date</u>	<u>Other</u>
Conditional offer of Employment	Kehl E. Hilbert	Fire	4/22/03	Firefighter

Conditional offer of Employment*	Kevin R. Fox	Fire	4/22/03	Firefighter
Appointment	Gregory Todd Moore	Fire	4/22/03	Emergency Medical Services Director
Conditional offer of Employment**	David A. Rose	Police	4/22/03	Patrol Officer
Reclassification/Transfer	John M. Noe	Public Works	4/22/03	From position of Telecommunicator, Communications, to Office Assistant, Public Works
Confirmation	Christopher M. Eaton	Police	4/09/03	Patrol Officer
Confirmation	Jeffrey A. Brooks	Fire	4/15/03	Firefighter
Confirmation	Elizabeth Walker	Fire	4/15/03	Firefighter

* Offer is conditional upon successful completion of physical exam and drug screening.

** Offer is conditional upon successful completion of physical, psychological, polygraph and drug screen examinations.

Attachments: None.

Contact Person:

Name: Brenda Kersey
Title: Personnel Director
Department: City Manager's Office
Phone: (502) 875-8500
E-Mail: Bkersey@fewpb.com

7. BOARD APPOINTMENTS

8. OLD BUSINESS

8.1 Waiver of Payment in Lieu of Taxation (PILOT) for the Housing Authority of Frankfort (Finance Department).

Purpose: The purpose of this item is to consider a formal request from the Housing Authority of Frankfort for waiver of the 2002 PILOT payment.

Background: In December, 2002, the Housing Authority forwarded a letter requesting a waiver of the PILOT payment in the amount of \$22,960. The item was referred to the City Solicitor for legal review.

City Solicitor Jim Higgs has verified that the current contract between the City and Housing Authority is active and the waiver of the PILOT payment is a discretionary action of the Board.

Recommendation: No recommendation is being provided relative to the waiver request.

Attachments: Letter from Housing Authority of Frankfort dated 12/18/02.

Contact Person

Name:	James C. Rogers	Jim Higgs
Title:	Finance Director	City Solicitor
Department:	Finance	
Phone:	(502) 875-8505	(502) 227-2750
E-mail:	JRogers@fewpb.com	

9. NEW BUSINESS

9.1 Ratification of Application to Renaissance Kentucky for Facade Grant Recaptured Funds in the Amount of \$10,000 (Downtown Frankfort, Inc.).

Purpose: The purpose of this item is to consider ratification of application to Renaissance Kentucky for Facade Grant recaptured funds in the amount of \$10,000 and authorize the Mayor to execute all grant related documents.

Background: Unutilized funds, recently recaptured from prior Facade Grant projects in other communities, unexpectedly became available in February through Renaissance Kentucky (RenKY). RenKY requested eligible communities to submit site-specific proposals for these funds by 3/28/03. Since Downtown Frankfort, Inc.'s (DFI) current facade program funds are fully obligated, this is an opportunity to obtain much needed additional facade funds. To take advantage of this window, DFI reviewed potentially eligible properties which: 1) had previously requested funds but could not be funded, 2) had completed all the required documentation, 3) were ready to start, and 4) best fit the criteria. This review showed that the structures at 517-519 Ann Street, 113-115 Mero Street and 117-119 Mero Street, currently owned by Gary and Rose Burke (formerly owned by Juett Sheeting) were the only qualifying properties. Accordingly, DFI prepared and submitted the attached proposal to RenKY on 3/28/03 to meet the deadline and now needs ratification by the City. The proposal is for \$10,000 facade funds with an owner's match of \$10,298 for a total of \$20,298. The long-range plans are to convert the house on Ann Street to a residence with a four room bed and breakfast plus a café and gift shop on the Mero side of the main house. The two structures on Mero will be renovated as apartments. Total rehabilitation is estimated between \$175,000 - \$200,000.

The proposed restoration and use of these properties as a bed and breakfast/café/gift shop and apartments, will result in a unique alternative for overnight tourism accommodations in the downtown, a distinctive dining and gift shopping experience, and much needed residential apartment opportunities for the historic core business district.

City Manager Comments: The City of Frankfort and Downtown Frankfort, Inc. have been aggressive in their participation in the facade program from its initiation approximately five years ago. Major improvements have been performed on St. Clair, West Main Street, Broadway Street, and in the Corner of Celebrities area involving Wapping Street, Washington Street and Wilkinson Street. This new initiative will now extend to Ann Street and Mero Street.

Financial Analysis: No city funds are required.

Recommendation: Approval.

Attachments: Proposal submitted by DFI titled "The Juett Sheeting House".

Contact Person

Name:	Sheila White
Title:	Executive Director, Downtown Frankfort, Inc.

Phone: (502) 223-2261
E-Mail: downtown@dcrc.net

9.2 Bid Award and Contract Execution for the Leonardwood Drive Extension Project – Randle-Davies Construction Company, Inc. (Public Works Department).

Purpose: The purpose of this item is to consider a bid award and contract execution for the Leonardwood Extension Project to Randle-Davies Construction Company, Inc., and to establish a new unit price for Item No. 7, Mill and Texture, at \$45.00/ton.

Background: In 1998, the Board of Commissioners approved a land swap agreement with Ashwood Place Limited Partners to allow for the re-alignment of the road to connect into the Poplar Creek Shopping Center. Ashwood Place Limited Partnership agreed to construct approximately 295' of the approximately 1100' new roadway as per the Agreement with the City on 1/28/98. Following an extensive delay executing the land swap, the City approved the construction design and management agreement with Brighton Engineers, Inc. on 10/24/02.

On 12/19/02, the Board of Commissioners authorized the seeking of bids for the construction of the Project. The bids were opened on 3/21/03 and two bid proposals were received, ranging from \$389,524.36 to \$286,600.29. Brighton Engineers, Inc. has reviewed the bids and recommends awarding the bid to Randle-Davies Construction Co., Inc.. However, in reviewing the bids, Brighton discovered an error in the unit price of \$1.00/ton submitted by Randle-Davies for Item No. 7, Mill and Texture. Randle Davies has submitted a new Mill and Texture unit price of \$45.00/ton for consideration. This new unit price is based on Kentucky Transportation Cabinet Average Unit Price Index for Mill and Texture and would increase the contract by an additional \$6,300. Randle-Davies reconstructed Doctors Drive for the City in 1997 and is familiar with the conditions of this project. Brighton Engineers performed references checks as part of their recommendation process.

The construction project is slated to begin in May and construction time is estimated at 120 days.

Financial Analysis: Funds are available in the Transportation Improvement Account for this construction project. The total construction cost is \$292,900.29. Ashwood Limited Partnership has agreed to reimburse the City for 295' of the newly constructed roadway. The following is the projected cost breakdown:

Capital Project Fund	<u>02-03 Budget</u>	<u>Request</u>
1. City of Frankfort	\$350,000	
A.) Construction		\$234,900
B.) Contingencies @25%		60,000
C.) Engineering and Construction Mgt. Fees		<u>16,400</u>
Total City share		311,300
2. Ashwood Limited Partnership Construction Share		<u>58,000</u>
Total Project Cost		\$369,300

Recommendation: The following is recommended:

- Bid award to Randle-Davies Construction Company, Inc. for the Leonardwood Drive Extension Project in the amount of \$234,900.29.
- Acceptance of the modified unit price for Item No. 7, Mill and Texture, in the amount of \$45 per ton.
- Authorization for contract execution, subject to legal review by the City Solicitor.

Attachments: Letter from Brighton Engineering Company dated 3/26/03.
Letter from Randle-Davies Construction Company dated 3/31/03.

Contact Person

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10. CITIZEN COMMENTS (Non-agenda items)

11. COMMISSIONER COMMENTS

12. ADJOURNMENT